

**Cemetery Committee
Town Hall
Doc McIntosh's Room
Thursday, November 17, 2022
6:00 PM**

1. Call to Order
2. Pledge Allegiance to the Flag
3. Audience of Citizens
4. Read the Minutes of October 20, 2022 – Need to Approve
5. Old Business
 - a. Repair of stones –Beyond the Gravestone
 - b. Worthington Fire District - Letter
 - c. Public Grounds Report
6. New Business
 - Approve Calendar for 2023-2024
 - Approve Budget for 2023-2024
 - Stephen Pastuszak position is up for reappointment
7. Adjournment

Cemetery Commission Meeting Minutes Oct 20, 2022

The Cemetery Commission held its monthly Meeting on Thursday Oct 20, 2022 at 6pm in The Berlin Town Hall located on 240 Kensington Road Berlin CT- Doc ` McIntosh Conference Room.

In attendance was Chairman Charles Colaresi, Commissioners Dick Benson, Ed Horhkohl, Steven Pastuszak and Riza Brown (who joined at 603pm). Also on hand was Alternate Commission Member Andra Lou Millerd, Town Clerk Kate Wall. Excused was Steven Wood (Superintendent of Public Grounds)

The Meeting was called to Order by Chairman Charles Colaresi at 6pm

There were no citizens to address the Commission.

A motion to approve the minutes, as submitted, for the Sept 20, 2022 special meeting was made by Commissioner Dick Benson and seconded by Commissioner Steven Pastuszak. All were in favor.

Old Business Chairman Colaresi advised that Will Cornwall from 'Beyond the Gravestone' had submitted an invoice for \$7,800.00 for potential work at Ledge Cemetery and he would be seeking a motion later in the meeting to approve payment.

Chairman Colaresi and Commissioner Dick Benson did meet with the Town Manager regarding the open issue with the Worthington fire district. Chairman Colaresi explained that since bringing the matter to the Town Council, the situation remains unchanged. Several attempts to contact, resulted in unanswered voicemails. At this juncture, the town attorney did recommend a letter containing a "hold harmless clause" would allow the Commission to access the Fire District property in order to trim back trees.

The fence at Beckley Cemetery will be removed and new fencing installed.

A Purchase Order (P O) has been opened for \$9500.00 in anticipation of work done by "Beyond the Gravestone". Chairman Colaresi updated the group that he did in fact purchase "D-2" cleaner which was recommended by Will Cornell for cleaning gravestones. As a comparison he also had on hand 'Simply Green'. A simple comparison of both products – side by side- resulted in the same effect. The biggest difference was its price and the commission agreed to use 'Simply Green' as a stone cleaner.

Commissioner Riza Brown presented a copy of the invoice breakdown for the Ledge Cemetery from 'Beyond' to the Commission. For the earmarked 11 headstones that have been flagged for restoration, an invoice of \$7650.00 was received. Each stone was identified, numbered and given a detailed description, including labor and material for the care needed. Costs per stone ranged from \$300.00 to \$1200.00. Support for the project was unanimous and Commissioner Riza Brown was thanked for an excellent job in locating, negotiating and securing the services of 'Beyond'. Discussion and comments followed.

The Commission is also waiting on a 'mowing' contract for all the cemeteries.

New Business A motion by Commissioner Riza Brown and seconded by Dick Benson to approve the invoice payment to 'Beyond' and engage their services now and for future work. Additionally, a motion to secure topsoil and reseed the grounds as needed. As this is an estimate and we move toward much colder weather, it was suggested by Commissioner Dick Benson that the prices, as outlined in the invoice, be secured for work in the spring.

Chairman Colaresi believes that the Commission is progressing well with the overall project. He is encouraged by the knowledge that once this undertaking of restoration is complete, the commission and future commissions, will have a clear pathway to continued maintenance. Chairman Colaresi also suggested to contact the Eagle Scouts to assist with the initial stone cleaning in the spring.

At this point, Town Clerk Kate Wall requested that Chairman Colaresi sign and date the contract.

Motion to Adjourn at 620pm was made by Commissioner Ed Hornkohl and seconded by Dick Benson. All were in favor.

Minutes submitted by
Joan Veley
Recording Secretary for the Cemetery commission



Cemetery Committee Meeting Dates 2023-2024

Doc McIntosh Room – Thursday – 6:00 PM

January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023

July 20, 2023

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December 21, 2022

January 18, 2023

GENERAL FUND BUDGET FY2023/24

EXPENSE

EXPENSE

Account	Description	FY22	FY23		FY24		
		Actual	Adopted	Amended	Department Requested	Manager Approved	Bd of Fin Approved
1013 - Cemetery Committee							
51 Wages-Salaries							
51305.00000	Commission Secretaries	900	1,050	1,050	1,050	0	
Wages-Salaries Total		900	1,050	1,050	1,050	0	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	3	4	4	5	0	
52100.00000	Social Security	69	81	81	81	0	
Fringe Benefits Total		72	85	85	86	0	0
53 Professional/Technical							
53201.00000	Supplies	0	100	100	100	0	
53219.00000	Operating Matls/Services/Than	1,229	2,500	2,500	2,500	0	
532221.00000	Fencing	6,731	5,000	5,000	5,000	0	
53245.00000	Maintenance & Repair	552	5,000	5,000	5,000	0	
53814.00000	Contractual Services	7,631	20,000	20,000	20,000	0	
Professional/Technical Total		16,143	32,600	32,600	32,600	0	0
Board of Assessment Appeals Total		17,116	33,735	33,735	33,736	0	0

TOWN OF BERLIN

FY 2023/24

Dept No. 1013

Dept Name Cemetery Committee

Budget Input
1-Dec-22

Account	Description	Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,050	Secretarial services for Cemetery Committee. Rate of \$100 per meeting in accordance with Secretarial Pay Scale adopted by the Town. Request allows for nine meetings with one meeting exceeding two hours.
Total Wages & Salaries		1,050	
52 Fringe Benefits			
52010.00000	Worker's Compensation	5	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY24 is being budgeted with a 5% increase based on the Town's renewal.
52100.00000	Social Security	81	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		86	
53 Professional/Technical			
53201.00000	Supplies	100	Various supplies and stationery.
53219.00000	Operating Materials	2,500	This account will be primarily used for purchasing tools and cleaning supplies to clean headstones.
53221.00000	Fencing	5,000	These funds would be used to repair, or replace, any broken fences in any of the Town Cemeteries. Fences need to be fixed in a timely manner to maintain safety at all locations. We plan on replacing the damaged fences at: Ledge Cemetery (Camels Back) , Beckley Cemetery (Beckley Road), Dennison Cemetery (Farmington Ave)
53245.00000	Maintenance & Repair	5,000	This account will be used for, but not limited to, adding plaques where headstones are broken or cannot be read.

TOWN OF BERLIN

FY 2023/24

Dept No.

1013

Budget Input

Dept Name

**Cemetery
Committee**

1-Dec-22

Account	Description	Budget	Supporting Description of Activity
53814.00000	Contractual Services	20,000	This account will be used for, but not limited to, cleaning, resurfacing, repairing of damaged stones, walls and pillars. It will also be used to replace broken fences and removal of overgrown, dead trees and bushes.
Total Prof/Tech		32,600	

Department Total 33,736